



**ARIZONA FIRE & MEDICAL AUTHORITY  
NORTH COUNTY FIRE & MEDICAL DISTRICT  
SOUTH COUNTY FIRE & MEDICAL DISTRICT  
GOVERNING BOARD JOINT BUDGET WORKSHOP**

**Tuesday, May 18, 2021**

**MINUTES**

**1. CALL TO ORDER / AFFIRMATION OF QUORUM**

Arizona Fire & Medical Authority Board Chairman David Wilson called the meeting to order on Tuesday, May 18, 2021, at 10:03 a.m. The meeting was held both in person and virtually due to social distancing requirements relating to the COVID-19 pandemic.

Members Present: Arizona Fire & Medical Authority Board Chairman David Wilson, Board Clerk John Crawford, Board Members Richard Bookie, and Karen Gueltzow; South County Fire & Medical District Board Chairman Diane Price and Board Members Bill Becker, and Jack Arend; North County Fire & Medical District Board Members Tony Sambol and James Young.

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Assistant Chief DeChant, Acting Finance Manager Coaleen Poland, Division Chief Kane Nixon, Human Resources Manager Shauna Fisher, Management Analyst Deborah Musselman and Administrative Director Dawn Miller.

Legal Counsel Present: Lee Miller, Legal & Intergovernmental Affairs Director

Public Comment: None

Media Present: None

Guests Present: None

## **2. FISCAL YEAR 2018-2022 STRATEGIC PLAN**

### **A. Receive update on Fiscal Year 2018-2022 Strategic Plan.**

Division Chief Nixon gave an extensive presentation on the Fiscal Year 2018-2022 Updated Strategic Plan. Division Chief Nixon indicated that the Strategic Plan is a guiding 5- year document. It is reviewed and updated annually for any significant changes.

Division Chief Nixon discussed that a SWOT analysis is used in creating the Strategic Plan. He reviewed strengths, weaknesses, opportunities, and threats. Division Chief Nixon reviewed the five Strategic Priorities and reviewed some of the goals and objectives within those five priorities.

Division Chief Nixon answered all questions from the Board.

## **3. FISCAL YEAR 2021-22 BUDGET**

### **A. Discussion and presentation relating to the Arizona Fire & Medical Authority's Draft Fiscal Year 2021-22 Capital Improvement Plan (CIP).**

### **B. Discussion and presentation relating to the Arizona Fire & Medical Authority's Draft Fiscal Year 2021-22 Annual Budget & Operational Plan.**

Mary Dalton, Assistant Chief and Coaleen Poland, Acting Finance Manager presented the Draft Fiscal Year 2021-22 Annual Budget & Operational Plan and the Fiscal Year 2021-22 Capital Improvement Plan.

Assistant Chief Dalton reviewed the Arizona Fire & Medical Authority's financial goals, annual call volume, shared service benefits to date, current tax assessments, Fire District Assistance Tax (FDAT) and tax revenue.

Assistant Chief Dalton reviewed COVID-19 impacts and associated ambulance revenue declines.

Assistant Chief Dalton discussed a significant potential change for this budget would be the potential use of Certificates of Participation (COP). She discussed the benefits and savings derived from the use of the COPs which could be an annual payment savings of over \$500,000. Chief Biscoe emphasized that this budget is tentative as there could be changes which are contingent on the COP process being approved.

Significant Board discussion ensued. Director Bookie indicated the importance of noting on the Budget Posting Summary the significant savings that could be realized with the issuance of COPs.

*The Board recessed at 11:50 a.m. for a lunch break.*

*The Board reconvened at 12:30 p.m.*

Assistant Chief Dalton continued to review the budget development process, and the Fiscal Year 2021-22 proposed budget including anticipated ambulance revenue changes.

Assistant Chief Dalton reviewed the proposed Fiscal Year 2021-22 organizational chart changes noting the request to add a couple additional positions.

Assistant Chief Dalton reviewed various expense increases as well as various expense decreases. She also further reviewed debt service expenditures.

Assistant Chief Dalton presented the Fiscal Year 2021-22 Capital Improvement Plan (CIP) noting this document is a 15-year plan which is reviewed annually. Assistant Chief Dalton emphasized that the costs for all items listed on the CIP are estimates and that Governing Board approval must be sought before any items is purchased.

Assistant Chief Dalton reviewed the CIP funding mechanisms, depreciation schedule and notable Fiscal Year 2021-22 projects.

Chief Biscoe thanked the staff for their hard work and efforts during this budget development process.

**4. CALL TO THE PUBLIC**

There was no response to call to the public.

**5. ADJOURNMENT**

The meeting adjourned at 2:12 p.m.

*John E Crawford*  
John E Crawford (Jun 24, 2021 14:23 MDT)

John Crawford, Arizona Fire & Medical Authority Board Clerk

# May 18, 2021 Joint Budget Workshop Minutes-Final

Final Audit Report

2021-06-24

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